

The Parliament of Victoria work experience program is a one-week placement in either the [Parliamentary Sitting](#) or [Parliamentary Services](#) programs. (If you are interested in a placement with a member of Parliament, [contact the member's office](#) directly.)

Requirements

To participate, you must:

- be 15 years or older at the time of placement AND
- be a Victorian resident and studying year 10 or 11 at a Victorian secondary school.

How to apply

Submit an Expression of Interest and tell us:

- your contact details and school
- your preferred program
- dates for your placement
- why you are interested in work experience at Parliament of Victoria.

The expression of interest form will take you about 10 minutes to complete. You will need to complete the form in one session. You cannot save an incomplete form and return to it later. To help you prepare to complete the form, you can read the [questions here](#).

Expressions of interest will open at the start of Term 4.

The closing dates are:

- 19 November 2021 — for Terms 1 & 2, 2022
- 27 May 2022 — for Terms 3 & 4, 2022

Selection process

Students will be selected based on how their study and career goals best reflect the Parliament's work experience programs. We are also committed to selecting students from a range of metropolitan and regional schools, as well as from government, independent and Catholic schools.

Unfortunately, we are not able to accommodate all students who express interest in the programs. We will let you know the outcome of your Expression of Interest within 3 weeks of the closing dates.

Parliamentary Sitting Program

This program is offered during the [weeks that Parliament is sitting](#). (The 2022 sitting days will be published as soon as they are available.)

This program is suitable for students interested in politics, economics and/or legal studies. There is also a customer service component of this program in supporting MPs and visitors to Parliament.

During this placement, you will work with staff who directly support the sittings such as:

- [Clerk's Office](#)
- [Procedure](#) and [Table](#) Offices
- [Committees](#)
- [Hansard and Broadcast teams](#)
- [Tours and Customer Service](#)

Examples of the tasks and activities you might be involved in include:

- Setting up of the Chambers for sitting days
- Preparing documents used in the Chamber
- Assisting with visitor registration

There may also be an opportunity to meet with your local Member of Parliament.

Parliamentary Services program

This program is offered in both [sitting and non-sitting weeks](#). There are different options available across different professional service areas that support the day-to-day business of Parliament. These areas are listed below. When completing your expression of interest form you can select two preferences from these options:

Business Management: areas such as Human Resources, Learning and Development, Pay Services, and Information Technology.

If you are interested in a career in human resource management, payroll, industrial relations, occupational health and safety, information technology, and/or web design, this is the program for you.

Facilities Management and Maintenance: a dedicated team who oversee the maintenance and upkeep of Parliament House and its surrounding garden spaces. If you are interested in a career in any of the building trades, horticulture, greens-keeping, gardening, security, and/or building and project management, this is the program for you.

If you are applying for this stream you must wear suitable clothing for working outdoors including steel cap boots, long pants and a hat. Safety gear such as goggles, earmuffs and gloves will be provided for you to use during your placement.

Community Engagement and Broadcasting: these two teams focus on developing relationships between Parliament and different communities by establishing positive engagement with Parliament and its work.

If you are interested in a career in journalism, professional writing, communications, education, broadcast media, working with community organisations that support diverse communities, and/or events, this is the program for you.

Hospitality (Kitchen): this diverse team runs events, catering programs as well as Strangers Corridor and Sessions Café at Parliament House.

If you are interested in a career in hospitality or event management and want real world experience in a working café and kitchen, this is the program for you.

Parliament of Victoria will do its best to have placements available across the different areas of professional service. However, from time to time a placement in a particular area may not be available due to a range of factors associated with the work of Parliament.

Find out more

For more information about our work experience program please contact:

Parliamentary Sitting Program — Brenda Kittelty, Serjeant-at-Arms Office on (03) 9651 8556 or email serjeant-at-arms@parliament.vic.gov.au

Parliamentary Services Program — Yasmina Khayat, Learning and Development team on (03) 8682 2629 or email learning@parliament.vic.gov.au